

Information according to Art. 13, 14 and 21 EU General Data Protection Regulation (GDPR)

"Handling your data and your rights."

The following information should provide you with an overview as to how personal data is processed within our company, as well as outlining your rights in this regard.

Data which is processed in detail and the manner in which way this data is used depends primarily on the respective services requested by your company or which have been agreed with us. Consequently, not all statements contained herein may apply to you.

We may update this privacy statement from time to time. A current version can be found on our website under Privacy Policy.

Who is responsible for data processing?

The following department is responsible for the storage of your data within our company:

Meibes System-Technik GmbH
Ringstraße 18
04827 Gerichshain

matthias.naujokat@meibes.com Mr Matthias Naujokat

Who can I contact?

Mrs. Verena Loebe Society Solutions GmbH, Cologne

+49 221 337759-66
datenschutz@meibes.de

Type of personal data collected

We process the following personal data acquired from you within the scope of our business relationship:

- Company name with legal form and address
- Place of action
- Titles and names
- Telephone numbers
- Fax numbers
- Email addresses
- Field of activity or position

We process your data for the following purposes and on the following legal basis:

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG):

For the fulfilment of contractual obligations (Art. 6(1,b) GDPR)

Data is processed for the implementation of:

- our contract
- ancillary contractual services (e.g. warranty notifications or retrieval by the manufacturer)
- services

Based on legal requirements (Art. 6(1,c) GDPR)

We are subject to various legal obligations which entail data processing. These include for example:

- tax laws and statutory accounting
- the fulfilment of requests and requirements from supervisory or criminal prosecution authorities
- the fulfilment of control and reporting obligations under tax law

In addition, the disclosure of personal data may become necessary in the course of governmental/judicial action for the purpose of gathering evidence, prosecuting crimes or enforcing civil claims.

In the context of balancing interests (Art. 6(1,f) GDPR)

If necessary, we process your data beyond the actual fulfilment of the contract to protect legitimate interests on behalf of ourselves or third parties. Examples in this regard include:

- Assertion of legal claims and defence in legal disputes
- Processing in the CRM System

Who has access to my data?

Internally

Employees for contact with you and contractual collaboration (including the fulfilment of pre-contractual measures)

Within the scope of order processing

Your data may be passed on to service providers who work for us as order processors:

- Support or maintenance of EDP or IT applications
- Data destruction
- Trade representatives

All service providers are contractually bound and are obligated in particular to handle your data with confidentiality.

Other third parties

Data will only be passed on to external recipients in compliance with the applicable data protection regulations. Recipients of personal data can include, for example:

- Public bodies and institutions (e.g. financial or criminal prosecution authorities) in the event of a statutory or official obligation
- Credit and financial service providers (execution of payment transactions)
- Tax consultant or certified auditor for tax and payroll tax (statutory audit mandate)
- Companies of our group of companies (collaboration within the group of companies)

Is data transferred to a third country or to an international organisation?

Your data will only be processed within the European Union and states within the European Economic Area (EEA).

How long will my data be stored?

We process and store your personal data for as long as is required to fulfil our contractual and legal obligations. If the data is no longer required for the fulfilment of contractual or legal obligations, it will be routinely deleted.

There are exceptions

- wherever legal storage obligations are to be fulfilled, e.g. Commercial Code (HGB) and Tax Code (AO). The time limits for storage or documentation specified here are generally six to ten years;
- for the retention of evidence within the framework of the statutory limitations provisions. According to §§ 195 et seq. of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.
- More if necessary.

If data processing is implemented in the legitimate interest of ourselves or a third party, the personal data will be deleted as soon as this interest no longer exists. The aforementioned exceptions shall apply.

What data protection rights do I have?

You have the right of access under Article 15 GDPR, the right of rectification under Article 16 GDPR, the right of cancellation under Article 17 GDPR, the right of limitation of processing under Article 18 GDPR, the right of opposition under Article 21 GDPR and the right of transferability under Article 20 GDPR.

Restrictions according to §§ 34 and 35 BDSG may apply to the right to information and the right to cancellation.

In addition, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG). The supervisory authority on our behalf is:

Saxony (Supervisory Authority - The Saxon Data Protection Commissioner)

Devrientstr. 1, 01067 Dresden
0351 493 – 5401
saechsdsb@slt.sachsen.de

Is there an obligation to provide data?

As part of the contractual relationship, you must provide all personal data which is required for commencement, implementation and termination of the contractual relationship, as well as that necessary for fulfilment of the associated contractual obligations or which we are legally obliged to collect. Without this information, we will generally not be able to enter into or execute a contract with you.

Information regarding your right of objection pursuant to Article 21 of the General Data Protection Regulation (GDPR)

Right of objection in individual cases

You have the right to object at any time to the processing of personal data relating directly to yourself on the basis of Article 6(1,f) of the General Data Protection Regulation (data processing based on a balancing of interests) for reasons arising from your particular situation, including profiling based on this provision within the meaning of Article 4(4) of the General Data Protection Regulation.

If you file an objection, we will no longer process your personal data unless we can prove compelling reasons for processing worthy of protection which outweigh your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

Recipient of an objection

The objection can be made in any form with the subject "Objection", indicating your name, your address and your date of birth and should be addressed to our data protection officer (see page 1).